

LAFAYETTE MANOR COMMITTEE MEETING

Tuesday, May 24, 2016

Meeting Time: 5:15 PM

Attending Committee Members & Manor Staff

Larry Ludlum, Chairman

Gerald Heimann

Tony Ruesga

John Perkins

Kenny Taylor

Vicki Whitford - Excused

Julie Chikowski, ADM

Peggy Rolli, A. ADM

Jill Boelk, HRC

Judy Arn, DON

Nicola Maurer, FD

Call to Order -

The Lafayette Manor Committee Meeting was called to order at 5:15 p.m. by Larry Ludlum, Chair. All Committee members were present, with the exception of Lay member Vicki Whitford, who was excused.

Posting -

Jill Boelk reported that the meeting agenda was posted at the Court House, Memorial Hospital, Lafayette Manor, submitted to the County Clerk's Office for posting on the County website (along with the not yet approved April 26, 2016 meeting minutes), and submitted to the R.J.

Minutes -

A motion was made by Gerald Heimann, and seconded by Tony Ruesga, to approve the April 26, 2016 meeting minutes, as written. The motion carried unanimously.

Approval of Agenda -

A motion was made by Kenny Taylor, and seconded by Gerald Heimann, to approve the May 24, 2016 agenda as presented. The motion carried unanimously.

Public Comment -

There was no comment from the public.

Lafayette Manor Financial Notes – Presented by Nicola Maurer

Revenues

- Gross patient revenues are ahead of Q1 2015 by approximately \$91,000 and are also a little ahead of Q1 budget.
- Contractual adjustments are higher than Q1 2015 by approximately \$48,000 and over budget by approximately \$20,000.
- Contractual adjustment rate for 2015 was 17.6%. For Q1 2016 it is 19.2%.
- This results in Q1 Net Patient Revenue of \$986,000 which is approximately \$13,000 below budget.
- Other revenues are approximately \$3,000 below budget, resulting in a Q1 shortfall for Net Revenues of \$15,407.

Expenses

- Expenses are above Q1 2015 across the board, due to our higher census compared to last year, but are right at Budget for 2016.

Levy Usage

- Due to higher contractual adjustments, levy usage for Q1 is above budget by \$17,050.

Revenue and Expense Analysis:

- Total net revenues for March 2016 are \$364,495. YTD Net Revenues are \$1,131,603.
- Total Expenses for March 2016 are \$364,495. YTD Expenses are \$1,223,170.
- March expenses are above budget by \$32,000. Most of this is in Patient Services Staff due to a retirement benefit. Laundry/Linen and Office are also showing a significant overage to monthly budget.
- March 2016 Net Loss before levy is (\$83,633). YTD Net Loss before levy is (\$91,567).
- YTD Levy remaining is \$207,318.

Hospital Usage:

- The hospital payment to the manor for rent for March is \$1,440.00.
- YTD rent for the business office residing at the Manor is \$4,320.00.

A/R Aging:

- The total Accounts Receivable as of March 2016 is \$383,477.
- Four month comparison:
 - 12/31/15 \$321,741.70
 - 1/31/16 \$411,087.08
 - 2/29/16 \$357,899.24
 - 3/31/16 \$383,477.16

Audit of Bills – Presented by Julie Chikowski

Julie Chikowski went over some of the submitted bills.

A motion was made by Gerald Heimann, and seconded by John Perkins, to approve the Financials and Bills as presented. The motion was carried unanimously.

Utilization Report –

The following admission and pay source information was submitted for April 30, 2016:

April 30, 2016 Admission / Discharge Report	
Total Admissions	1
Total Discharges	3
Charges Report	
Pay Source: Medicare Part A	3
Medical Assistance	37
Private Pay	18
Insurance	1
Average Daily Census	56

Management Report –

HVAC System –

Julie Chikowski reported that they have a 2nd bid coming in. The 2nd bidder is coming in Wednesday, May 25th, to do a walk through and give us a bid. We have no other parties interested at this time. Julie will give a status update as soon as she has it.

Laundry Update -

Julie Chikowski reported that Jim Pahnke, Jim Lange and Julie have reviewed the bids from Aramark and Superior. They are leaning towards Superior even though it may be a little more costly up front. Jim Lange is going to Orchard Village to look at Aramark's inventory and get a feel for what their service is like. If it's not considerably superior we will probably stay with Superior. Next month Julie will be coming back with a recommendation.

Stretcher / Crash Cart -

Julie Chikowski reported that they put out bids on a stretcher/crash cart. The cost is \$8,000 dollars. This cart is used to take residents to the hospital and bring them back. The cart is hydraulic so it saves on peoples backs. Julie asked for permission to go ahead and order the stretcher/crash cart.

A motion was made by Gerald Heimann, and seconded by John Perkins, to approve the purchase of a new Stretcher/Crash Cart for \$8,000 dollars. The motion was carried unanimously.

Finance Director Position –

Julie Chikowski reported that she has a proposal for the committee. Barb Johnson was doing the upper level financials for both the hospital and the manor and we realized that was not an effective way to do it. There's a lot of detail that goes into the manor and the hospital. We've hired a Finance Manager for the hospital position. We need to have someone whose going to be able to do the monthly financials, budget, cost report and audit here at the Manor. That was what Barb was doing for the Manor. It was costing us about \$23,000 dollars a year for what Barb was doing and Nicola can do all of what we need done but I propose we give her a pay raise to do it. If we hired someone with an Accounting background even at a .6 status it would cost us about \$45,000 dollars a year if we could find someone with health care experience and a desire to work at a .6 position. Julie is requesting this committee consider hiring Nicola adding that to her duties as the Director of Finance for the County taking over the upper level financials of the Manor and we pay her between \$15 thousand and \$20 thousand dollars per year to do it. I believe Nicola is current salary at \$65,000 per year. Julie would like this to be effective July 1st. I'm asking for your support to take this forward. Personally I think it's a heck of a deal. We get someone who knows what they're doing, has a very emotional interest in the audit, budget, cost reports and monthly financials.

A motion was made by Gerald Heimann, and seconded by John Perkins, to approve taking a proposal to the HR Board to ask that Nicola Maurer do the upper level financials for the Manor and be compensated between \$15 and \$20 thousand dollars a year in addition to her current salary. The motion passed. Tony Ruesga opposed.

This motion will move to the HR Committee on June 13th.

MDS Coordinator/Backup –

Julie Chikowski reported that there are two things related to this. Lana Bryson who is the current MDS Coordinator & Assistant DON has given us her notice of retirement. Lana will be retiring May 2017. The MDS Coordinator position is very complex. It takes a lot to learn. I'm asking permission from this committee to start recruiting for an MDS Coordinator in training because we need to get someone on board and have them work part-time at learning the MDS Coordinator position. The MDS Coordinator is such an important position because they put together everything that determines how we get paid from Medicare. It's a huge job and very complex. If we bring in a new hire for this position the starting pay range would be between \$28 and \$30 per hour and if we hired a nurse from within I'm asking to give them a raise of \$1.50 to \$2.50 per hour over what their starting wage is for half their time while training.

A motion was made by Gerald Heimann, and seconded by Tony Ruesga, to start recruiting for an MDS Coordinator. If it's a new hire the starting wage would be between \$28 and \$30 dollars per hour and if we hired a nurse from in house were asking for a \$1.50 to \$2.50 per hour over what their starting wage is for half their time while training. The motion was carried unanimously.

Backup for MDS Coordinator

Julie reported that we need a backup in house that can transmit weekly. I would like out HIM Director to be our transmittal backup and compensate her \$1.00 per hour for the ICD 10 work she's doing and the transmission backup as part of her weekly duties so we have some backup.

A motion was made by Tony Ruesga, and seconded by Gerald Heimann, to approve the motion to compensate our HIM Director for the additional ICD 10 duties and the MDS transmittal on a weekly basis for \$1.00 per hour. The motion was carried unanimously.

Auxiliary Report –

Peggy Rolli reported that there was no new report from the Auxiliary at this time.

Marketing Report –

Peggy Rolli presented the Marketing Report; stating that the following photos with articles has been submitted to the Republican Journal:

May 2016

Photo's submitted to the local newspaper for the month of May include:

- Nursing Home Week Activities
- Outdoor Walks
- Volunteer Recognition
- Music by Greg Anderson

The MHLC newsletter article features Lafayette Manor's new Director of Nursing, Judy Arn.

Judy brings several years of experience in the health care field. She began her duties on April 4, 2016.

OT & Staffing – Reported by Jill Boelk

Overtime Expenses rose in the April, with April OT totaling \$12,737.24. The current staff continues to step up, working additional shifts, to ensure the safety and well-being of our residents, which is greatly appreciated.

Personnel / Payroll Report – Reported by Jill Boelk

Family / Medical Leaves

- 1 - ADA Accommodation
- 1 – Intermittent FMLA Leave; April 18, 2016 – July 4, 2016

STAFFING

Laura Nolte	FT/Hskpg	Retirement: 5/5/2016	Full-Time - Housekeeping
Deb Timmerman	FT/Laundry	Retirement: 5/9/2016	Full-Time – Laundry
Deb Heins	FT/Laundry	Status Change: 5/10/2016	From FT Housekeeper to FT Laundry
Jenah Wahl	FT/HSKPG	Status Change: 5/9/2016	From PT Hskpg/Dietary to FT Housekeeper
Harley Douglas	PT/Med Tech	Status Change: 5/9/2016	From CI/NB CNA to PT Med Technician
Haleigh Sonsalla	PT/Med Tech	Status Change: 5/9/2016	From CI/NB CNA to PT Med Technician
Christy Price	FT/RN	Status Change: 5/13/2016	From PRN to FT-NOC
Tammarra Berget	PT/Bed Maker	New Hire: 5/16/2016	Part-Time (.6) – Bed Maker
Andrew Stark	FT/Maint Asst	New Hire: 5/23/2016	Full-Time – Maintenance Assistant

Workman's Compensation January 1, 2016 – April 30, 2016

- 9 – First Report of Injury - No Reportable Time Off

77 Total Employees:

- 41 Full-Time
- 14 Part-Time
- 22 Fill-In Status

Agenda Items for Next Meeting –

The following agenda items were suggested for the upcoming meeting:

1. HVAC System
2. Laundry

Date of the Next Meeting –

The next Manor Committee meeting is scheduled for:

Tuesday, June 28, 2016

5:00 PM MEETING

LOCATION:

Lafayette Manor – 1st Floor West Meeting Area

Adjournment

On a motion made by Tony Ruesga, and seconded by John Perkins, the meeting of the Lafayette Manor Committee was adjourned.

Respectfully submitted by,

Jill Boelk

Jill Boelk
Human Resource Coordinator
JB/jrb